BOARD OF COUNTY COMMISSIONERS, UTAH COUNTY, UTAH MINUTES OF PUBLIC MEETING

COMMISSION CHAMBERS, ROOM 1400 OF THE UTAH COUNTY ADMINISTRATION BUILDING October 8, 2013 - 9:00 A.M.

PRESENT: COMMISSIONER DOUG WITNEY, CHAIR

COMMISSIONER GARY J. ANDERSON, VICE-CHAIR

COMMISSIONER LARRY A. ELLERTSON

ALSO PRESENT:

Timothy L. Taylor, Interim Utah County Attorney Richard Nielson, Utah County Public Works Director E. Kent Sundberg, Civil Division Chief Attorney Jeff Smith, Utah County Recorder David Shawcroft, Utah County Deputy Attorney Andrea Allen, Utah County Recorder's Office Dianne Orcutt, Utah County Deputy Attorney James O. Tracy, Utah County Sheriff Bryan E. Thompson, Utah County Clerk/Auditor Darin Durfey, Utah County Sheriff's Office Burt Harvey, Clerk/Auditor - Tax Admin. Supervisor Dalene Higgins, Utah County Sheriff's Office Sandy Nielson, Clerk/Auditor's Office - Tax Admin. Robert C. Kirk, Utah County Treasurer Cary McConnell, Utah County Treasurer's Office Diane Garcia, Utah County Assessor's Office Rebecca Martell, Children's Justice Center Sandy Hoffman, Utah County Assessor's Office Jim Stevens, Utah County Assessor's Office Chad Moffatt, 2013 Tax Sale Protestor Dr. Joseph K. Miner, Health Department Exec. Director Bradley Weber, Attorney for Chad Moffat Eric Edwards, Utah County Health Department Taylor Oldroyd, Utah County Association of Realtors Gordon Bruin, Drug & Alcohol Prevention & Treatment Mike Stansfield, Fairways Media Robert Johnson, Drug&Alcohol Prevention& Treatment Renée Huggins-Caron, Clerk/Auditor Admin. Assistant

Commissioner Witney called the meeting to order at 9:09 A.M. and welcomed those present. The following matters were discussed:

PRAYER/READING/THOUGHT: Taylor Oldroyd, Utah County Association of Realtors

PLEDGE OF ALLEGIANCE: Darin Durfey, Utah County Sheriff's Office

CONSENT AGENDA

1. ACCEPT AND APPROVE, OR DECLINE, AN OFFER BY SANTAQUIN DEPARTMENT OF PUBLIC SAFETY TO PURCHASE A SURPLUS 2005 CHEVROLET TRAILBLAZER (701280) FROM UTAH COUNTY

Commissioner Ellertson indicated that he would like to discuss this matter with Public Works, and suggested that Consent Agenda Item No. 1 be continued to the next meeting of the Board. CONTINUED TO OCTOBER 15, 2013

2. APPROVE AND AUTHORIZE THE COMMISSION CHAIR TO SIGN AMENDMENT NO. 5 TO AGREEMENT NO. 2010-277 WITH OKLAND CONSTRUCTION, INC.

Utah County Public Works Director Richard Nielson confirmed from the audience for Commissioner Witney that this amendment is a request for \$5,000.00.

3. APPROVE TAX CREDITS AND REFUNDS RECOMMENDED BY THE COUNTY ASSESSOR'S OFFICE IN CANCELLATION AND CORRECTION LETTER NO. 60296, DATED OCTOBER 3, 2013

Commissioner Ellertson asked for more details regarding the "revised notice of valuation county breakout report," and Jim Stevens of the Utah County Assessor's Office explained that it is a centrally assessed state report.

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4. APPROVE REIMBURSEMENT TO THE UTAH STATE TAX COMMISSION FOR UNCOLLECTIBLE MOTOR VEHICLE CHECKS SPECIFIED BY INVOICE NO. 14-186, DATED OCTOBER 2, 2013

Commissioner Witney noted the uncollectible fees for registered vehicles, and Utah County Treasurer Robert Kirk explained the process. Utah County Clerk/Auditor Bryan E. Thompson noted that the registration is ultimately revoked.

- 5. APPROVE TAX CREDITS AND REFUNDS RECOMMENDED BY THE COUNTY TREASURER'S OFFICE IN CANCELLATION LETTER NO. 20293, DATED OCTOBER 2, 2013
- 6. ADOPT A RESOLUTION APPROVING VOLUNTEERS WHO WISH TO DONATE THEIR SERVICES TO THE CHILDREN'S JUSTICE CENTER AND THE SENIOR COMPANION PROGRAM
- 7. APPROVE THE MINUTES OF THE SEPTEMBER 24, 2013 COMMISSION MEETING (Continued from the October 1, 2013 Commission meeting)

Commissioner Ellertson requested that Consent Agenda Item No. 7 be continued to the next meeting of the Board. CONTINUED TO OCTOBER 15, 2013

- 8. APPROVE THE MINUTES OF THE OCTOBER 1, 2013 COMMISSION MEETING
- 9. RATIFICATION OF PAYROLL

Period 20 10 Checks: \$6,277.03 1,129 Total Deposits: \$1,424,107.53 Total: \$1,430,384.56 Federal Payroll Taxes Total: \$ 202,729.08

10. RATIFICATION OF WARRANT REGISTER SUMMARY

Register No. 907	September 30, 2013	Check Nos. 185709-185716	Total:	\$ 42,734.59
Register No. 908	September 30, 2013	Purchasing Cards 809-809	Total:	\$ 36.86
Register No. 909	September 30, 2013	Check Nos. 185717-185764	Total:	\$ 39,209.15
Register No. 912	October 1, 2013	Check Nos. 185774-185840	Total:	\$ 2,652.00
Register No. 913	October 1, 2013	Purchasing Cards 810-811	Total:	\$ 42,364.35
Register No. 914	October 1, 2013	Direct Deposit:17861-17868	Total:	\$ 3,984.76
Register No. 915	October 1, 2013	Purchasing Cards 812-831	Total:	\$ 4,809.40
Register No. 916	October 1, 2013	Check Nos. 185841-185893	Total:	\$ 117,420.77
Register No. 917	October 2, 2013	Bond Wires:174-175	Total:	\$3,340,884.68
Register No. 918	October 2, 2013	Direct Deposit:17869-17870	Total:	\$ 222.57
Register No. 919	October 2, 2013	Check Nos. 185894-185939	Total:	\$ 63,133.54
Register No. 920	October 3, 2013	Direct Deposit:17871-17881	Total:	\$ 734,003.32
Register No. 921	October 3, 2013	Check Nos. 185940-185957	Total:	\$ 80,640.37
Register No. 922	October 4, 2013	Purchasing Cards 832-832	Total:	\$ 177.36
Register No. 923	October 4, 2013	Check Nos. 185958-185987	Total:	\$ 39,738.32
Register No. 924	October 4, 2013	Check Nos. 185988-185988	Total:	\$ 100.00
Register No. 925	October 4, 2013	Direct Deposit:17882-17892	Total:	\$ 4,974.02
Register No. 926	October 4, 2013	Check Nos. 185989-186020	Total:	\$ 46,223.53
Register No. 927	October 4, 2013	Check Nos. 186021-186021	Total:	\$ 9,322.52
			Total:	\$4,572,632.11

Consent Agenda Item Nos. 2 through 6, and 8 through 10, were approved as written. Commissioner Witney recommended the following Regular Agenda items be moved to Consent:

1. ADOPT A RESOLUTION AMENDING SECTIONS III.M AND VI.A.4 OF THE UTAH COUNTY PERSONNEL RULES AND REGULATIONS, REDEFINING THE RULES FOR PART TIME EMPLOYEES TO FACILITATE COMPLIANCE WITH THE AFFORDABLE CARE ACT

The commissioners requested that Regular Agenda Item No. 1 be continued to the next meeting of the Board. CONTINUED TO OCTOBER 15, 2013

- 3. APPROVE AND AUTHORIZE THE COMMISSION CHAIR TO SIGN THE VIOLENCE AGAINST WOMEN ACT (VAWA) GRANT APPLICATION THROUGH THE UTAH OFFICE FOR VICTIMS OF CRIME, TO FUND THE UTAH COUNTY FAMILY JUSTICE CENTER PROGRAM
- 4. ADOPT A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN INTERLOCAL COOPERATION AGREEMENT WITH MOUNTAINLAND ASSOCIATION OF GOVERNMENTS (Reference Regular Agenda Item No. 5)
- 5. APPROVE AND AUTHORIZE THE COMMISSION CHAIR TO SIGN AN INTERLOCAL COOPERATION AGREEMENT WITH THE MOUNTAINLAND ASSOCIATION OF GOVERNMENTS FOR "STEPPING ON" AND "CHRONIC DISEASE SELF MANAGEMENT" CLASSES
- 6. APPROVE AND AUTHORIZE THE COMMISSION CHAIR TO SIGN A MEMORANDUM OF AGREEMENT WITH THE UTAH DEPARTMENT OF HEALTH DEFINING DISTRIBUTED STATE FUNDS MATCH REQUIREMENTS
- 7. APPROVE AND AUTHORIZE THE COMMISSION CHAIR TO SIGN AN AGREEMENT WITH THE UTAH DEPARTMENT OF HEALTH FOR ADDITIONAL FUNDING FOR THE VIOLENCE AND INJURY PREVENTION PROGRAM (VIPP)
- 8. APPROVE AND AUTHORIZE THE COMMISSION CHAIR TO SIGN ADDENDUM NO. 3 TO AGREEMENT NO. 2010-525 BETWEEN THE UTAH COUNTY DEPARTMENT OF DRUG AND ALCOHOL PREVENTION AND TREATMENT AND INSTITUTE FOR COGNITIVE THERAPY TO AMEND FUNDING
- 9. APPROVE AND AUTHORIZE THE COMMISSION CHAIR TO SIGN ADDENDUM NO. 3 TO AGREEMENT NO. 2010-526 BETWEEN THE UTAH COUNTY DEPARTMENT OF DRUG AND ALCOHOL PREVENTION AND TREATMENT AND LIFE ENHANCEMENT CENTER TO AMEND FUNDING
- 10. APPROVE AND AUTHORIZE THE COMMISSION CHAIR TO SIGN ADDENDUM NO. 3 TO AGREEMENT NO. 2010-527 BETWEEN THE UTAH COUNTY DEPARTMENT OF DRUG AND ALCOHOL PREVENTION AND TREATMENT AND NEW ROADS TREATMENT CENTER TO AMEND FUNDING
- 11. APPROVE AND AUTHORIZE THE COMMISSION CHAIR TO SIGN ADDENDUM NO. 3 TO AGREEMENT NO. 2010-528 BETWEEN THE UTAH COUNTY DEPARTMENT OF DRUG AND ALCOHOL PREVENTION AND TREATMENT AND PROJECT REALITY TO AMEND FUNDING
- 12. APPROVE AND AUTHORIZE THE COMMISSION CHAIR TO SIGN A TEMPORARY CONSTRUCTION EASEMENT WITH THE JAMES R WILSON FAMILY TRUST FOR THE PURPOSES OF CONSTRUCTING A BRIDGE ACROSS THE PETEETNEET CREEK IN PAYSON CANYON
- 14. APPROVE AND AUTHORIZE THE COMMISSION CHAIR TO SIGN AN INTERNSHIP AGREEMENT BETWEEN UTAH COUNTY, WASATCH MENTAL HEALTH SERVICES SPECIAL SERVICES DISTRICT, AND UTAH VALLEY UNIVERSITY

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15. ADOPT A RESOLUTION APPROVING AND AUTHORIZING THE FIRST AMENDMENT TO AGREEMENT NO. 2010-629 BETWEEN UTAH COUNTY AND SARATOGA SPRINGS

Commissioner Ellertson pointed out that the dollar amount for this amendment was not specified within the document, and Utah County Public Works Director Richard Nielson along with Utah County Deputy Attorney Robert J. Moore clarified that the only change from the initial agreement is the date.

- 16. APPROVE AND AUTHORIZE THE COMMISSION CHAIR TO SIGN A FINANCIAL ADVISORY AGREEMENT WITH GEORGE K. BAUM & COMPANY
- 17. ADOPT A RESOLUTION APPOINTING DAVID BINGHAM AS A UTAH COUNTY BAIL COMMISSIONER
- 18. ADOPT A RESOLUTION APPROVING THE APPOINTMENT OF NATHAN RAY BROST AS A DEPUTY COUNTY CONSTABLE

The commissioners requested that this item be stricken from the agenda. STRICKEN

19. APPROVE AND AUTHORIZE THE COMMISSION CHAIR TO EXECUTE A NOTICE OF VACANCY ON THE NORTH FORK SPECIAL SERVICE DISTRICT ADMINISTRATIVE CONTROL BOARD

ACTIONS TAKEN

Consent Agenda Item Nos. 1 and 7 were continued to the October 15, 2013 meeting of the Board; No. 2 was approved and authorized; Nos. 3, 4, 5, and 8 were approved; No. 6 was adopted; and Nos. 9 and 10 were ratified. Regular Agenda Item No. 1 was continued to the October 15, 2013 meeting of the Board; Nos. 3, 5, 6, 7, 8, 9, 10, 11, 12, 14, 16 and 19 were approved and authorized; Nos. 4, 15 and 17 were adopted; and Nos. 9, 11 and 12 were stricken from the agenda.

AGREEMENT NOS.: 2013-673, 2013-674, 2013-675, 2013-676, 2013-677, 2013-678, 2013-679, 2013-680, 2013-

681, 2013-682, 2013-683, 2013-684, 2013-685, 2013-686, 2013-687 and 2013-688

RESOLUTION NOS.: 2013-111, 2013-112, 2013-113 and 2013-114

VACANCY NO.: 2013-3

REGULAR AGENDA

2. DISCUSS, AND APPROVE OR DENY, A TAX SALE PROTEST FILED BY BRADLEY WEBER, ATTORNEY REPRESENTING CHAD MOFFAT RELATED TO PARCEL SERIAL NO. 48:362:0002

Tax Administration Supervisor Burt Harvey of the Utah County Clerk/Auditor's Office approached the bench. He explained that a vacant parcel located in Orem was sold during the 2013 May Tax Sale; the previous owner is present today with his attorney to request that the sale be overturned based on notification issues. When the warranty deed was finalized several years ago, Chad Moffat's name was misspelled as "Chad Mofitt" and the address was recorded to be in Salem, Utah. When Mr. Harvey's office sent notices regarding the sale to that name and address, they were returned as undeliverable. A public records search for the last name "Mofitt" supported the address on file. Utah County attempted to contact both Mr. Moffat and his business partner regarding the property. The county provided notice to the last owner of record at the last best-known address as required by state code; Mr. Moffat did not receive that notice, did not pay the taxes, and the property was sold.

Chad Moffat came forward with his attorney, Brad Weber. Commissioner Witney questioned how Mr. Moffat could have overlooked the details in the property exchange at the time of purchase. Mr. Moffat explained that while living in Boise, Idaho, he loaned funds to a man by the name of Jeff Garner so that Mr. Garner could buy the property. All of the documents that Mr. Moffat received from Provo Land and Title Company had the correct names and addresses; he did not know that the warranty deed was filed improperly because he did not receive a copy of it. Mr. Moffat acknowledged that the deed is the most important document, but it was not included in his paperwork from the title company. He has since reclaimed the property, which had been listed for sale for three years at the time of the 2013 May Tax Sale.

Chad Moffat mentioned that to his knowledge, he had completed the steps necessary to be notified on any dealings related to the property as an interested party; he added that Mr. Garner also did not receive tax notices. While it is now clear that neither of the business partners received county mailings related to the property due to the incorrect address, each individual thought the other had the situation under control. When Commissioner Witney pointed out that it is questionable that neither party paid the property taxes for five years, Mr. Moffat responded that a search for his name in county land records would display many results as he has financial standing with several properties. Mr. Moffat stated that it is easy to find him if his name is spelled correctly.

Commissioner Anderson asked why Chad Moffat is defending this protest instead of the title company. Attorney Brad Weber stated that Provo Land and Title Company has been notified of the issue, provided a written copy of the protest, and made aware that he and his client would be at the meeting today. Mr. Weber did not know why the company was not present. Mr. Moffat clarified that a lien was never placed on the property, valued at approximately \$185,000.00; the taxes owed were roughly \$2,300.00. Mr. Weber commended Burt Harvey's communication and assistance in this unique circumstance, expressing appreciation for the county and the Board.

Wyatt Christensen introduced Ryan Henderson and David Bath. This group of business partners in the real estate industry makes up the winning bid from the 2013 May Tax Sale for this property - they are the buyers and new owners of record. Mr. Christensen echoed Brad Weber's praise of Tax Administration Supervisor Burt Harvey. Mr. Christensen noted that there is a ten-day protest period after the sale. Mr. Christensen's group contacted the real estate agent to declare their plans for the property, and that is when Chad Moffat became aware of the sale after the fact. Their opinion is that they, as the buyer, and the county has done everything correctly. He noted that Mr. Moffat's issue is with the title company, which has insurance for situations such as this. Mr. Christensen objects to the protest and would like to be able to move forward with his group's plans for the property, which was purchased for \$35,000.00.

Commissioner Anderson summarized that property tax notices were sent to an incorrect address recorded by Provo Land and Title Company. The taxes were not paid and the property was listed as part of a Tax Sale by the county to recover owed funds. Wyatt Christensen and his group purchased the property for taxes owed and auction amount of \$35,000.00, and is now relying on the law to uphold the sale since the county and the buyer followed required state codes. Mr. Christiansen agreed with this summary, and Commissioner Anderson expressed surprise that the title company was not in attendance to defend their actions. Mr. Christiansen added that a lender in Mr. Moffat's position should be fully aware of his responsibility to pay taxes; not receiving notice is not adequate standing to default on payments. Ryan Henderson concurred, reiterating that Mr. Moffat's should seek compensation from the title company and not be allowed to overturn the procedures set in place by the county.

Utah County Deputy Attorney Dianne Orcutt confirmed that Utah County has statutorily followed the law - notices were sent to the owner at the last recorded address. However, county code allows discretion in the ratification of a sale. Commissioner Witney and Burt Harvey discussed the address information as found on the deed. Ms. Orcutt interjected that notice was also sent to the second owner.

Commissioner Anderson declared there is no argument that the county followed the law, but there is a windfall situation which is a major benefit to the buyers at the 2013 May Tax Sale and a devastating loss to the owner. When Commissioner Anderson assumed that Chad Moffat likely pays taxes regularly, Burt Harvey corrected him; there was

a parcel (Serial No. 39:192:0011) included in the 2012 May Tax Sale under Mr. Moffat's name. That mailing address was also incorrect. Commissioner Anderson speculated that Mr. Moffat pays his taxes when he receives his notices. The confirmation of the sale is not a legal issue but an equitable concern.

Ryan Henderson returned to the stand to note that while it is easy to assume that he and his business partners are taking advantage of a windfall, the circumstances could just as easily be inversed. He used the example of a buyer paying tens of thousands of dollars for a property to end up with no profit, and questioned whether the Board would be as generous in reversing their decision in that situation. Commissioner Anderson argued that they would extend the same courtesy of hearing the case. Commissioner Witney repeated disbelief that an investor could lose track of a property and allow the taxes to lapse for five years.

There was more discussion regarding the noted absence of Provo Land and Title Company at the meeting, and Brad Weber repeated that he had notified the title company of this session. Mr. Weber also responded to Ryan Henderson's comment regarding windfalls, stating that buyers at these types of sales know they are taking a risk. Chad Moffat insisted that the law provides an option to fix situations that simply are not right, such as this one.

Utah County Deputy Attorney David Shawcroft clarified that the property in question has been transferred to the 2013 May Tax Sale buyers (Meadow Downs Investments LLC); the deeds have been issued and taxes recorded. If the Board voted to set the sale aside, cooperation would need to come from all parties involved. Mr. Shawcroft suggested continuing a decision on this item in order to allow the buyers, the former owner, and the title company time to find a solution amongst themselves.

Wyatt Christensen ended the discussion with his comments that while investors take risks, that does not make them the bad guys. This is an issue of personal accountability. He mentioned that there has not been much communication between his group and the former owner to determine all of their options; they are reasonable people that would like to find a solution.

Commissioner Ellertson made the motion to continue Regular Agenda Item No. 2 regarding a Tax Sale Protest related to Parcel Serial No. 48:362:0002 to the November 5, 2013 meeting of the Utah County Board of Commissioners. The motion was seconded by Commissioner Anderson and carried with the following vote:

AYE: Doug Witney

Gary J. Anderson

Larry A. Ellertson

NAY: None

CONTINUED TO NOVEMBER 5, 2013

13. APPROVE AND AUTHORIZE THE COMMISSION CHAIR TO SIGN AN AUTHORIZATION FOR ADDITIONAL SERVICES PURSUANT TO THE TERMS OF AGREEMENT NO. 2013-541 WITH GSBS ARCHITECTS

Utah County Public Works Director Richard Nielson explained that the county has a current contract with GSBS Architects for design work in the Historic Courthouse. There are additional costs associated with that agreement, such as transportation and document printing. This authorization is for those additional costs.

Commissioner Anderson made the motion to approve the authorization for additional services with GSBS Architects as described in Regular Agenda Item No. 13. The motion was seconded by Commissioner Ellertson and carried with the following vote:

AYE: Doug Witney

Gary J. Anderson

Larry A. Ellertson

NAY: None

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At this point, the commissioners determined which closed meetings would be necessary to set and which could be stricken from the Regular Agenda.

- 22. SET A DATE, TIME AND LOCATION FOR A CLOSED MEETING FOR A STRATEGY SESSION TO DISCUSS THE PURCHASE, EXCHANGE, OR LEASE OF REAL PROPERTY STRICKEN
- 23. SET A DATE, TIME AND LOCATION FOR A CLOSED MEETING FOR A STRATEGY SESSION TO DISCUSS THE SALE OF REAL PROPERTY STRICKEN
- 24. SET A DATE, TIME AND LOCATION FOR A CLOSED MEETING TO DISCUSS COMMERCIAL INFORMATION AS DEFINED IN SECTION 59-1-404, U.C.A., AS AMENDED STRICKEN

Commissioner Anderson made the motion to strike Regular Agenda Item Nos. 22, 23, and 24 to set dates, times and locations for closed meetings for a strategy session to discuss the purchase, exchange, or lease of real property; for a strategy session to discuss the sale of real property; and to discuss commercial information as defined in Section 59-1-404, U.C.A., as amended. The motion was seconded by Commissioner Ellertson and carried with the following vote:

AYE: Doug Witney

Gary J. Anderson

Larry A. Ellertson

NAY: None

20. SET A DATE, TIME AND LOCATION FOR A CLOSED MEETING TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL OR INDIVIDUALS

Commissioner Anderson made the motion to set a date, time and location for a closed meeting to discuss the character, professional competence, or physical or mental health of an individual or individuals to immediately follow the public comment portion of the regular public meeting today in Room 1400 of the County Administration Building. The motion was seconded by Commissioner Ellertson and carried with the following vote:

AYE: Doug Witney

Gary J. Anderson

Larry A. Ellertson

NAY: None

SET

21. SET A DATE, TIME AND LOCATION FOR A CLOSED MEETING FOR A STRATEGY SESSION TO DISCUSS PENDING OR REASONABLY IMMINENT LITIGATION

Commissioner Anderson made the motion to set a date, time and location for a closed meeting for a strategy session to discuss pending or reasonably imminent litigation to immediately follow the previously scheduled closed meeting today in Room 1400 of the County Administration Building. The motion was seconded by Commissioner Ellertson and carried with the following vote:

AYE: Doug Witney

Gary J. Anderson Larry A. Ellertson

Larry A. Ellertst

NAY: None

SET

WORK SESSION

NO WORK SESSION ITEMS WERE SUBMITTED

PUBLIC COMMENTS

There were no public comments and the meeting recessed at 9:54 A.M. to go into closed meetings. The public meeting reconvened at 10:23 A.M.

Commissioner Ellertson made the motion to adjourn the October 8, 2013 meeting of the Utah County Board of Commissioners. The motion was seconded by Commissioner Anderson and carried with the following vote:

AYE: Doug Witney

Gary J. Anderson

Larry A. Ellertson

NAY: None

There being no further business nor public comment, the meeting adjourned at 10:24 A.M. The minutes of the October 8, 2013 Commission Meeting were approved as transcribed on October 22, 2013.

	DOUG WITNEY, Commission Chair	
ATTEST:		
DDWANE THOMPSON		
BRYAN E. THOMPSON		
Utah County Clerk/Auditor		

Copies Available on the County Web Site at www.utahcountyonline.org Recorded by Renée Huggins-Caron, Clerk/Auditor Administrative Assistant